OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

BUDGET DEVELOPMENT SYSTEM (BDS)
ADVANCED LESSONS
TUTORIAL

Version 2.1 Final Draft
April 2004

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About this Tutorial

This tutorial was developed to take budget staff through some of the advanced features of BDS. It assumes that the user already has a basic understanding and experience in using BDS for budget development. These advanced features include the use of Package Program for Merging Decision Packages, the Add/Delete Worksheet Column feature for more detailed column coding, the Multiple Year Decision Package option for transportation budgets or other bow-wave needs, and creating decision templates.

This tutorial can be used in a formal training session, for individual practice, or developing the agency budget request. Actual values to be entered when using in training or for practice are <mark>highlighted</mark> on each task. Each step is preceded by a brief explanation of the task and its importance in your budget development as well as general business rules. Specific business rules and recommendations for entering your budget are denoted with a 📖 on the task.   Appendix 1 contains a central listing of all these business rules.

Every effort is made to ensure that the BDS tutorial and OFM Budget Instructions agree in every way. In the case there is a discrepancy, the OFM Budget Instructions take precedence.

Not every feature of BDS will be covered in either the basic or the advanced training. The BDS Complete System Manual is available to users. That document explains every function of BDS screen by screen and is all-inclusive. That document will be made available to those who would like a copy at training sessions or is available on-line in the BASS Library under the BDS reference desk (http://bass.ofm.wa.gov/basspr/library/bds.htm or https://services-bass.ofm.wa.gov/basspr/library/bds.htm) for Fortress users. Full documentation on all BASS products is available in the BASS Virtual Library available on-line at http://bass.ofm.wa.gov/basspr/library/ or https://services-bass.ofm.wa.gov/basspr/library/ for Fortress users. The library may also be accessed by the help links available in the BASS applications.

LESSON 1 — CREATING & USING DECISION PACKAGE TEMPLATES

What is a Decision Package Template?

A decision package template is a decision package that does not contain budget data but does contain all of the most common coding elements for a particular agency. The intent is that a person could use a decision package template to begin entering data without the need to re-enter all funds, objects, and columns. The template would already contain this structure.

Why would I want to use a Decision Package Template?

The decision package template benefits agencies that have a lot of funds or budget at a low level of detail by removing the need to re-key decision package structure. The structure can be set up once, and then decision package estimates can be simply entered without re-establishing funds, objects, and worksheet column coding.

What are the requirements for using a Decision Package Template?

There are no special requirements for using a decision package template.

> This lesson recommends one method for Decision Package Template use. It will walk users through the one set of steps while giving the basics of decision package template use. It is ultimately up to agencies to determine the best way to organize for decision package template use.

Lesson 1, Task 1 - Create a Decision Package Template

Decision Package templates should be created and stored in a location apart from the working budget version to avoid the confusion extra decision packages in a working version could create. This task will look at creating decision package templates.

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1. Login into BASS.
    User ID – 10500Training
    Password – training

2. Click on the calculator icon to open the Budget Development System (BDS).

3. From the BDS menu, select **Other Budget Management Options / Version Management / Add/Update Version** to create a new Agency, Regular version titled "Decision Package Templates" and **Save**.
    See exercise slip

4. Select **File / Add a decision package** from the BDS menu bar and add a decision package with the following options.
    *   Budget Period - 2005-07
    *   Version – See exercise skip
    *   Budget Level – PL
    *   Decision Package code – TP
    *   Package Program – Agency level
    *   Decision Package Title – Template Decision Package
    *   Open decision package after save - Checked

5. Select **Edit / Expenditure Detail Amounts** to open the **Fund Detail** screen

6. Go to the **Affected Programs/Activities** tab.

7. Click on **Agency Level** in the **Affected Activities/Program** column and select < to move back to **Available Programs**.

8. Single click an agency program from the **Available Programs** list and an activity from **Available Activities** to create the first combination of Program/Activity that is included in your agency activity inventory and click the > to move this combination to **Affected Programs/Activities**.
   Program / Activity
   020/A008

9. Repeat step 6 for each combination of Program/Activity used in your agency's activity inventory.
   Program / Activity
   030/A001
   030/A005
   030/A008
   030/A013
   050/A001
   050/A013

10. Select **Save** and select **Yes** from the prompt question on deleting the agency level.

11. Go back to the **Fund Detail** tab and review the layout noticing the set of columns for each combination of Program/Activity. These columns are also available in the **Objects of Expenditure Detail** and **FTE Detail** tabs.

12. Insert lines for each fund in your agency's budget on the **Fund Detail** tab.
    001-1
    001-2
    181-1
    419-6

13. Delete the row for the placeholder fund 996-Z.

14. Repeat for the **FTE Detail** worksheet for funds with FTEs.
    001-1
    419-6

15. Go to the **Objects of Expenditure Detail** tab and add rows for objects used in your agency's budget.
    A
    B
    C
    E
    G
    J
    N
    P

16. Delete the row for placeholder object X.

17. Select **File / Save Current Tab Set**.

Decision Package Console - Expenditure/Staffing Detail Amounts - PL-TP Template Decision Package

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | Affected Programs/Activities | Expenditure Notes |

Fund AT Code	Fund AT Title	Total FY2006	Total FY2007	Pgm 020 / Act A008 FY 2006	Pgm 020 / Act A008 FY 2007	Pgm 030 / Act A001 FY 2006	Pgm 030 A001 FY
001-1	General Fund - State	0	0	0	0	0	
001-2	General Fund - Federal	0	0	0	0	0	
	Total Fund 001	**0**	**0**	**0**	**0**	**0**	
181-1	Violence Reduction - State	0	0	0	0	0	
	Total Fund 181	**0**	**0**	**0**	**0**	**0**	
419-6	Data Processing Rev - Non A|	0	0	0	0	0	
	Total Fund 419	**0**	**0**	**0**	**0**	**0**	
	<-- Enter Fund Here						
Total		**0**	**0**	**0**	**0**	**0**	
	Biennial Total		**0**		**0**		

Agency: 105 Budget Period: 2005-07 Version: TT Package Program: Decision Package: PL-TP   5.0.153

18. Select **File / Exit to BDS Menu**.

This decision package can now be easily copied to any new decision package removing the need to re-establish funding, object, and column coding each time.

Lesson 1, Task 2 – Use a Decision Package Template

> The process of using a decision package template requires doing a Save As on the template to create a new decision package. This task was written to accommodate not only the budget office user who is experienced with BDS, but also as a lesson that can be shared with agency staff in the event the central budget office has determined decision package templates are the way to facilitate decision package development in the agency.

1.   Select **Update Decision Packages** from the BDS menu.

2.   Look at the status bar on the bottom of the screen to see if you are on your template version. TP

3.   If this line does not indicate the correct version, select **File / Change Version/DP Filter**.

4.   Change the filter options as follows:
      - Budget Period – 2005-07
      - Version – TP
      - Package Program – All
      - Budget Level – All
      - View Locked Decision Packages Only - unchecked

5.   Select **OK**. You should now be back on the **List Decision Packages by ID** screen with a decision package PL-TP Template Decision Package showing.
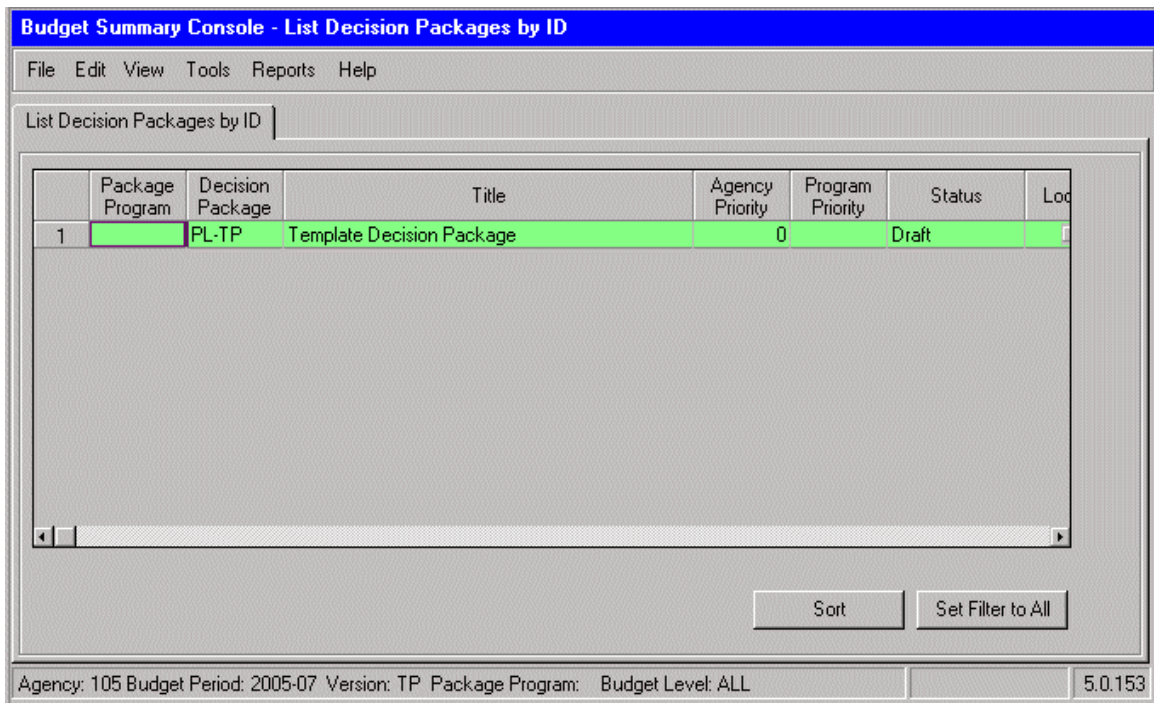
6.   Click once to highlight, and then select **File / Save As** from the BDS menu bar.

Save Decision Package

New Decision Package
Enter the information below that will define the decision package that the data will be saved to.

Budget Period: 2005-07

Version: TT - Tutorial display only - DONT U▾

Budget Level: PL - Performance Level

Decision Package Code
PL AA

View Decision Package Codes
○ Used for this Version
◉ Available for this Version

AA - Expand Client Training Oppo
AB - march patch test
AC* - march patch
AD
AE
AF - template

* indicates reusable codes

Package Program: Agency Level

Package Title: Expand Client Training Opportunity

Package Long Title:

☑ Open this decision package after Save. Decision package filter will be modified.

☐ Include Data   ☐ Include Text   ☐ Reverse Signs

Save   Cancel

7.   Pick the decision package options as follows:
   - Budget Period –2005-07
   - Version – See exercise slip
   - Budget Level – PL
   - Decision Package Code – See exercise slip
   - Package Program – Agency Level
   - Package Title – Expand Client Training Opportunity
   - Package Long Title – Leave blank
   - Open this decision package after save – checked
   - Include Data – unchecked
   - Include Text - unchecked
   - Reverse Signs - unchecked

8.   Click the **Save** button then **Yes** to confirm selections and **OK** when saved. *Since you have checked to open after save, the decision package will automatically open. It opens to the Narrative screen, as narrative is required for these budget levels.*

Decision Package Console - Package Narrative - PL-AA Expand Client Training Opportunity

File   Edit   View   Tools   Reports   Help

Affected Programs | Agency Level |

Package Title.
Expand Client Training Opportunity

Package Description. (Please also indicate the agency activities -- per your agency activity inventory -- affected by this package.)
Expanding the program is necessary due to the backlog of customers awaiting service. Research has shown that this program will reduce...

Recommendation summary text. (Used in OFM Budget Systems)
The Department is seeking to expand the program to help reverse the trend of rising client cases...

How this decision package contributes to the agency's strategic plan and its activities and

The Department is seeking to expand the program to help reverse the trend of rising client cases...

Spell Check   Apply   Reset

Agency: 105 Budget Period: 2005-07 Version: TT Package Program: Decision Package: PL-AA   5.0.153

9.   Click on the **Package Description** heading on the left. Your cursor should now be in the right hand side white text box.

10.   Type an appropriate description for this decision package in this text box. 📖*Note: You may paste text from another document in here by hitting <CTRL-V> or using the right mouse button.* Expanding the program is necessary due to the backlog of customers awaiting service. Research has shown that this program will reduce...

11.   Click the **Spell Check** button and follow the instructions of any dialog boxes you receive until back at the starting screen and spell check changes are recorded. 📖 *Note: You will not be able to add new words to the dictionary in BDS. This may be inconvenient if using acronyms.*

12.   Click the **Recommendation summary text** heading.

13.   Use the scroll bar of the left-hand side of the screen to scroll up and verify information entered in the **Package Description** is displayed in blue text.

14.   Type appropriate Recommendation Summary text in the white text box. 📖*Note: Recommendation Summary text is a very brief summary of the decision package. This entry is used as the basis for the Governor's budget text. The budget instructions ask that you limit this to 100 words.* The Department is seeking to expand the program to help reverse the trend of rising client cases...

15.   Repeat for each category as needed.

> 📖 *A note about decision package narrative– Recommendation Summary text is the only category required for **electronic** release of your budget. OFM does require you address all categories on the printed decision package, but if you are preparing your decision package outside of BDS, you need only record Recommendation Summary text here. Check with your central budget shop to determine if you should complete all categories in BDS. Check with your central budget office if unsure which categories you are required to address.*

16. Select **File / Save Current Tab Set** from the BDS menu bar.

17. Select **Edit / Expenditure Detail Amounts** from the BDS menu bar.

18. Click the **Fund Detail** tab.

19. Select **View / Show/Hide FY SubTotals** from the BDS Menu bar to remove extra yellow subtotal rows if necessary.

20. Select **View / Freeze Key Columns** from the BDS Menu bar to freeze the first four columns of the worksheet if necessary.

Decision Package Console - Expenditure/Staffing Detail Amounts - PL-AA Expand Client Training Opportunity

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | Affected Programs/Activities | Expenditure Notes |

Fund AT Code	Fund AT Title	Total FY2006	Total FY2007	Pgm 020 / Act A008 FY 2006	Pgm 020 / Act A008 FY 2007	Pgm 030 / Act A001 FY 2006	Pgm 030 A001 FY
001-1	General Fund - State	15,000	20,000	5,000	10,000	0	
001-2	General Fund - Federal	0	0	0	0	0	
181-1	Violence Reduction - State	0	0	0	0	0	
419-6	Data Processing Rev - Non A	5,500	7,000	2,000	3,500	0	
	<-- Enter Fund Here						
Total		20,500	27,000	7,000	13,500	0	
	Biennial Total		47,500		20,500		

Agency: 105 Budget Period: 2005-07 Version: TT Package Program: Decision Package: PL-AA   5.0.153

21. Enter the fund estimates by program in the worksheet.

	Program 020 / A008		Program 030 / A008	
	1st Fiscal Year	2nd Fiscal Year	1st Fiscal Year	2nd Fiscal Year
001-1	5,000	10,000	10,000	10,000
419-6	2,000	3,500	3,500	3,500

22. Select the **Objects of Expenditures Detail** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - PL-AA Expand Client Training Opportunity

File   Edit   View   Tools   Reports   Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | Affected Programs/Activities | Expenditure Notes

Object Code	Object Title	Total FY2006	Total FY2007	020 / A008 FY 2006	020 / A008 FY 2007	030 / A001 FY 2006	030 / A001 FY 2007	0
A	Salaries And Wages	0	0	0	0	0	0	
B	Employee Benefits	0	0	0	0	0	0	
C	Personal Serv Contr	0	0	0	0	0	0	
E	Goods And Services	5,500	7,000	2,000	3,500	0	0	
G	Travel	0	0	0	0	0	0	
J	Capital Outlays	0	0	0	0	0	0	
N	Grants, Benfts Servs	15,000	20,000	5,000	10,000	0	0	
P	Debt Service	0	0	0	0	0	0	
	<-- Enter Objects Here							
Total		20,500	27,000	7,000	13,500	0	0	
	Biennial Total		47,500		20,500		0	
	Fund Totals	20,500	27,000	7,000	13,500	0	0	
	Difference Total	0	0	0	0	0	0	

Agency: 105 Budget Period: 2005-07 Version: TT Package Program: Decision Package: PL-AA   5.0.153

23. Select **View / Show/Hide FY SubTotals** from the BDS Menu bar to remove extra yellow
     subtotal rows if necessary.

24. Select **View / Freeze Key Columns** from the BDS Menu bar to freeze the first four columns of
     the worksheet if necessary.

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 *A note about objects – Objects are not required in BDS electronic release to OFM.
 However, using objects in BDS is recommended. By including objects in all steps of your
 budget development you will be able to use BDS reports and data for more complete
 analysis when objects are included.*

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25. Enter your estimates by object and program into the worksheet.

	020 / A008		030 / A008	
	1st Fiscal Year	2nd Fiscal Year	1st Fiscal Year	2nd Fiscal Year
E – Goods & Services	2,000	3,500	3,500	3,500
N – Grants, Benefits	5,000	10,000	10,000	10,000

26. Select **View / Balance Funds to Objects** to verify your objects entry matches your funds entry.

27. Select **File / Save Current Tab Set** from the BDS menu bar.

28. Select **Edit / Performance Measures** from the BDS menu bar.

29. Click on the box in the **Support** column to select the **Activities** that this Decision Package supports then click **Apply**.
    A001
    A008

30. Click the **Performance Measure Detail** tab.

Decision Package Console - Performance Measures - PL-AA Expand Client Training Opportunity

File   Edit   View   Tools   Reports   Help

Activities | Performance Measure Detail | Performance Measure Notes |

The system is unable to to display performance measures because of one of the following reasons:

1. There are no agency activities for this version.
2. There are no activities marked as supported for this decision package.
3. There are no performance measures linked to the activities marked as supported.

Apply   Reset

Agency: 105 Budget Period: 2005-07 Version: TT Package Program: Decision Package: PL-AA   5.0.153

31.   The message on this tab indicates that there are no performance measures associated with the
       selected activities. If the agency and/or OFM is currently not tracking a measure that the
       decision package would impact then you are done with decision package entry.

32.   Select **Reports / OFM Reports / Decision Package**. *Note: If you are one of the following
       agencies, select the Decision Package with Program Detail Report: DOC, DSHS, DVA, DOT,
       WSP, DOL, DOT, BRI, SPI, CRS.*

33.   Answer **Yes** for **"Do you want this formatted for Word?"** *Note: Formatting for Word
       makes adjustments in the header and page number so that the report displays in Word properly.*

State of Washington
Decision Package

DRAFT

Agency: **105** **Office of Financial Management**

Decision Package Code/Title: **AA** **Expand Client Training Opportunity**

Budget Period: **2005-07**
Budget Level: **PL - Performance Level**

Recommendation Summary Text:

The Department is seeking to expand the program to help reverse the trend of rising client cases...

Fiscal Detail

Operating Expenditures	FY 2006	FY 2007	Total
001-1 General Fund - Basic Account-State	15,000	20,000	35,000
419-6 Data Processing Revolving Account-Non-Appropriate	5,500	7,000	12,500
Total Cost	**20,500**	**27,000**	**47,500**

34. Click the envelope icon with the red arrow after the report is displayed.

35. Change **Save as type** to **Word Document**.
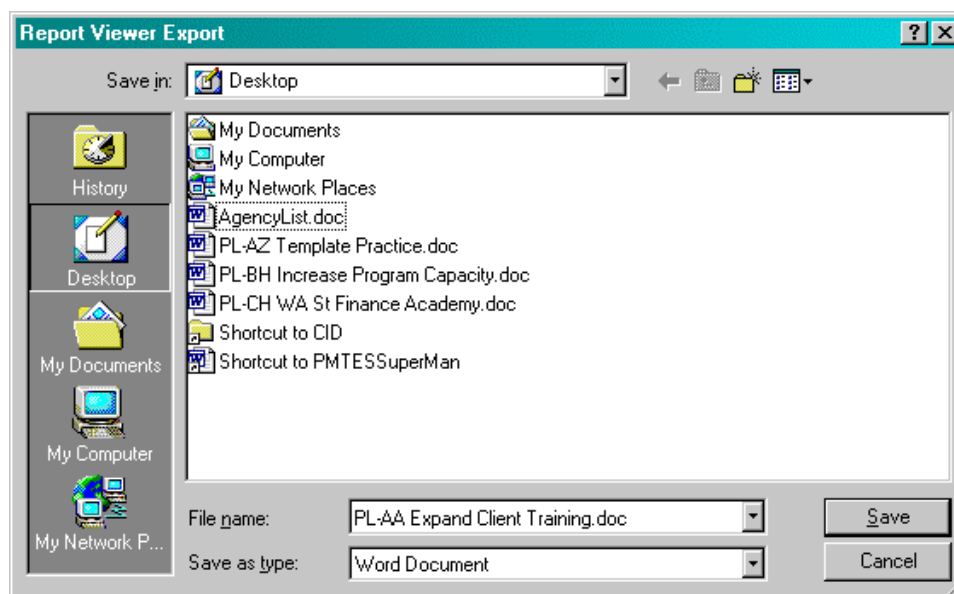
36. Change the **Save in** option to reflect the drive and directory you would like to save the decision package in.
     See exercise slip

37. Answer **Yes** for "**The report has been exported. Would you like to open it?**"

38. Once the report has opened in Word, select **File / Send To / Mail Recipient (as Attachment)**.

PL-AA Expand Client Training.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help Acrobat

New...   Ctrl+N
Open...   Ctrl+O
Close

Save   Ctrl+S
Save As...
Save as Web Page...
Versions...

Web Page Preview

Page Setup...
Print Preview
Print...   Ctrl+P

Send To   ▶   Mail Recipient
Properties   Mail Recipient (as Attachment)...
                                  Routing Recipient...
1 C:\...\PL-AA Expand Client Training.doc   Exchange Folder...
2 H:\...\BDS_AdvLessonsv20.doc   Online Meeting Participant
3 C:\...\OLK47\Merge Business Rules.doc   Fax Recipient...
4 C:\...\030904 Membership Mtg minutes1...
5 C:\...\030904 Membership Mtg minutes.doc Microsoft PowerPoint
6 H:\...\BDSBasic\BDSBasicTutV18.doc
7 C:\...\HRMS Business Technical Rqmts...
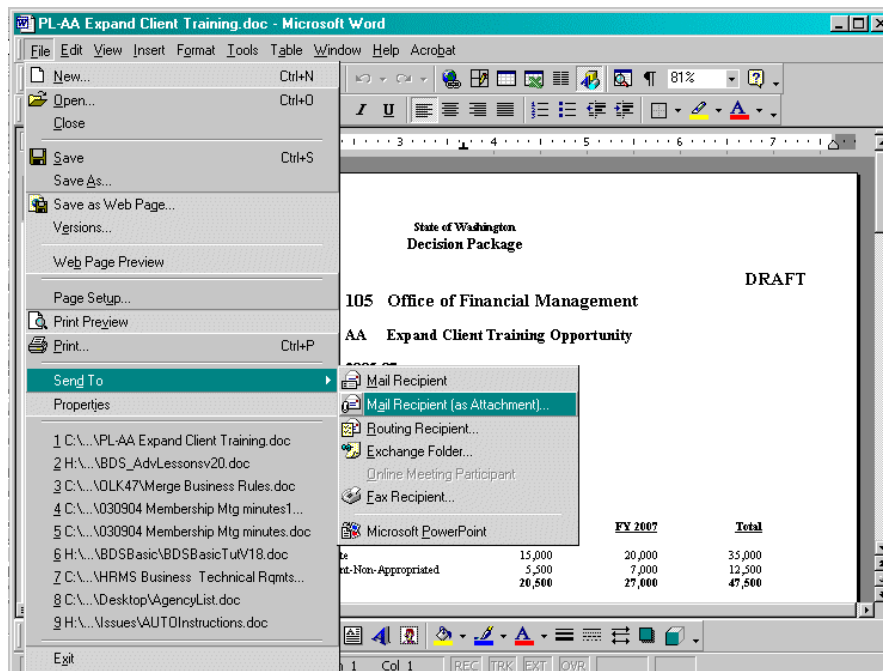8 C:\...\Desktop\AgencyList.doc
9 H:\...\Issues\AUTOInstructions.doc

Exit

State of Washington
Decision Package

                                    DRAFT

105 Office of Financial Management

AA   Expand Client Training Opportunity

                              FY 2007   Total

                    15,000   20,000   35,000
t-Non-Appropriated   5,500   7,000   12,500
                    20,500   27,000   47,500

39. Send e-mail as normal. The Decision Package is attached.
     View the option but do not select when in a training session

40. Close Word and return to BDS.

41. Click **Return** from the BDS report screen to close the report and return to the decision package.

42. Select **File / Exit to BDS Menu**.

LESSON 2 — PACKAGE PROGRAM & MERGING DECISION PACKAGES
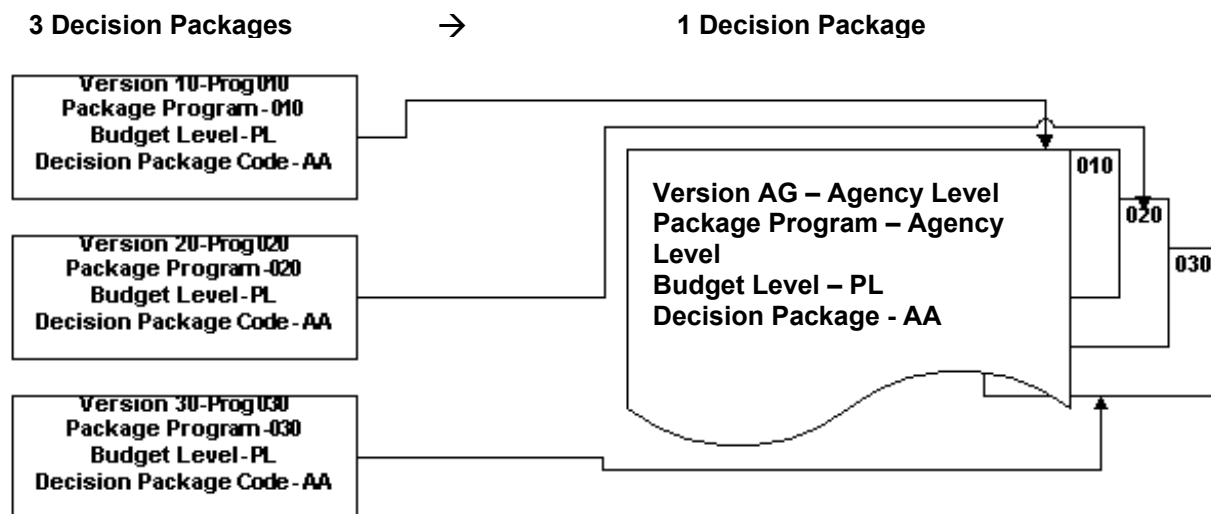
What is Package Program?
Package Program is a feature that allows you to have multiple decision packages for the same budget period, version, budget level and decision package code where the difference between decision package is only the Program it supports.

Why would I want to use Package Program?
Package Program is useful to large agencies that segregate budget development either by budget staff responsible for specific programs or where program staff themselves are developing decision packages independent of the central budget shop. The most common use of Package Program would be to allow for merging of program specific decision packages into one combined agency decision package. This allows programs to work in their own decision package without worry that another program user might create conflicts by working in the same decision package concurrently.

What are the requirements to use Package Program for merging decision packages?
Decision packages with the same budget period, budget level, and decision package code can be merged into an Agency Level decision package. Only one merge per Package Program is allowed. A matching Agency Level decision package must exist in a different version.   The following lesson will detail these requirements.

3 Decision Packages → **1 Decision Package**

Version 10-Prog 010
Package Program-010
Budget Level-PL
Decision Package Code-AA

Version 20-Prog 020
Package Program-020
Budget Level-PL
Decision Package Code-AA

Version 30-Prog 030
Package Program-030
Budget Level-PL
Decision Package Code-AA

**Version AG – Agency Level
Package Program – Agency Level
Budget Level – PL
Decision Package - AA**

010
020
030

The Package Program feature was added to BDS to give agencies a way to divide budget building by program for development then bring everything together for the final budget submittal. In most cases these individual decision packages would be merged together for one agency level decision package. This is covered in the next task.

This exercise uses the merge decision package to demonstrate an alternative method for the Recast Maintenance Level from Lesson 4, Task 2 of the BDS: Basic Budget tutorial.

1. Add a decision package to a working version using a specific Package Program. Select "Open Decision Package After Save".
   - Budget Period – 2005-07
   - Version – See exercise slip
   - Budget Level – M2
   - Decision Package Code – 9Z – Recast to Activities
   - Package Program – 020

2. This decision package should open to the **Narrative** screen since it is a maintenance level decision package.

3. Go to **Edit / Expenditure Detail Amounts** / **Fund Detail** tab.

4. Select the **Affected Programs/Activities** tab. 📖 *Note: The Available Programs only contains the program that the Package Program decision package was created with. Package Program decision packages can only contain this program. However, users can select any activity to create valid program/activity combinations for this program.*

5. Select the **Program** from **Available Programs** and the appropriate **Activity** from the **Available Activities** list and click the > to move the combination into the **Affected Programs/Activities** list.
   A008

6. Confirm the **Affected Programs/Activities** list contains one entry for the program and one entry for the combination of program and activity selected above.
   020
   020/A008

7. Click **Save** to save changes.

8. Go to the **Fund Detail** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-9Z Recast to Activity

File   Edit   View   Tools   Reports   Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | Affected Programs/Activities | Expenditure Notes |

Fund AT Code	Fund AT Title	Total FY2006	Total FY2007	Pgm. 020 FY 2006	Pgm. 020 FY 2007	Pgm 020 / Act A008 FY 2006	Pgm 020 A008 FY
001-1	General Fund - State	0	0	-2,953,029	-3,017,342	2,953,029	3,0
	Total Fund 001	0	0	-2,953,029	-3,017,342	2,953,029	3,01
	<-- Enter Fund Here						
Total		0	0	-2,953,029	-3,017,342	2,953,029	3,01
	Biennial Total		0		-5,970,371		5,97

Agency: 105 Budget Period: 2005-07 Version: TT Package Program: 020 Decision Package: M2-9Z   5.0.153

9.   Enter and save the fund estimates.

	Program 020		**Program 020/A008**	
FUNDS	**FY1**	**FY2**	**FY1**	**FY2**
001-1	(2,953,029)	(3,017,342)	2,953,029	3,017,342

10.   Enter and save FTE estimates

	Program 020		**Program 020/A008**	
FTES	**FY1**	**FY2**	**FY1**	**FY2**
001-1	(34.9)	(35.3)	34.9	35.3

11.   Select **Tools / Decision Package Management** from the BDS menu bar then select the **Agency Decision Package Identification** tab.

Budget Management Console - Decision Package Management

File Edit View Tools Reports Help

| Decision Package Control | Prioritize Decision Packages | Agency Decision Package Identification | Merge Decision Packages |

#	Decision Package ID	Title	Long title	Reusable
13	8Y	Other Rate Adjustments	Other Rate Adjustments	☐
14	90	Revolving Funds	Revolving Funds	☑
15	9F	Federal Funding Adjustment	Federal Funding Adjustment	☐
16	9Z	Recast to Activity	Recast to Activity	☑
17	AA	Expand Client Training Opportunity		☐
18	AB	march patch test	march patch test	☐
19	AC	march patch	march patch	☑
20	AF	template	t	☐
21	AH	Expand Client Training Program		☐
22	AW	Expand Training Opportunities		☐
23	BH	Increase Program Capacity		☐
24	CH	Washington State Finance Academy		☐

Save   Reset

Agency: 105 Budget Period: 2005-07   5.0.153

12. Click to make the decision package code 9Z **Reusable** and **Save**. 📖 *Note: This will free the code to allow reuse within a version it has previously been used in. It is important to note that at least one element of the decision package ID must be unique in order to save (budget period, version, budget level, package program, decision package code)*
9Z

13. Repeat steps 1 through 10 with the following changes:
Package Program 030

	Program 030		Prog 030/A001		Prog 030/A005		Prog 030/A008		Prog 030/A013	
FUNDS	FY1	FY2	FY1	FY2	FY1	FY2	FY1	FY2	FY1	FY2
001-1	(2,413,979)	(1,763,003)	210,987	166,069	1,002,244	626,286	961,500	773,281	239,248	197,367
419-6	(664,186)	(680,766)			664,186	680,766				
Total	(3,078,165)	(2,443,769)	210,987	166,069	1,666,430	1,307,052	961,500	773,281	239,248	197,367
FTES	FY1	FY2	FY1	FY2	FY1	FY2	FY1	FY2	FY1	FY2
001-1	(27.0)	(27.4)	3.6	3.6	10.8	11.0	10.5	10.7	2.1	2.1
419-6	(9.0)	(9.0)			9.0	9.0				
Total	(36.0)	(36.4)	3.6	3.6	19.8	20.0	10.5	10.7	2.1	2.1

Lesson 2, Task 2 – Merging Decision Packages

> OSPI, DOT, and DSHS are the only agencies that can submit completely different decision package of the same purpose for multiple programs. All other agencies must merge Package Program decision packages into one Agency Level decision package. This will also provide an opportunity to insert Agency Level narrative for the decision package.

1. Add a new decision package with Package Program Agency Level and the budget period, budget level, and decision package code the same as from the previous task in a different version. <u>Do</u> <u>not</u> select to open this decision package after save. 📖*Note: The rules for merging decision package are that you must merge to a different version, Agency Level package program, and the remaining elements must match the merge from decision package. You will only be able to select where the options meet this criteria.*

   - Budget Period – 2005-07
   - Version – See exercise slip
   - Budget Level – M2
   - Decision Package - 9Z – Recast to Activity
   - Package Program – Agency Level
   - Open decision package after save - Unchecked

2. Go to the **Decision Package Management / Merge Decision Packages** screen.

Budget Management Console - Decision Package Management

File Edit View Tools Reports Help

Decision Package Control | Prioritize Decision Packages | Agency Decision Package Identification | Merge Decision Packages

Make selections to merge Decision Package Narrative, Expenditures and Revenue.

Merge From:

Version	Package Program	Budget Level	Decision Package
TT - Tutorial display only - DON'T USE	020 - Budget	M2	9Z

Merge With:

Version	Package Program	Budget Level	Decision Package
DP - Use a different version - see slip	Agency Level	M2	9Z

Merge

Agency: 105 Budget Period: 2005-07   5.0.153

3. Select the version with the package program specific decision packages 1 as the **Merge From** version.
   See exercise slip

4. Select the package program, budget level, and decision package to match the first package program decision package entered. 📖 *Note: Only versions with Package Program specific decision packages will be available as the version options, and only Package Program specific decision packages will be available with the Package Program, Budget Level, and Decision Package Code options.*
   020 – M2-9Z

5. Select the version where you entered the Agency Level decision package above for your **Merge To** version. 📖 *Note: You will only be able to select the version to copy to.   The only versions available will be those with a decision package meeting the budget level and decision package ID selected in the Merge From where the Package Program was Agency Level. You will not be able to specify a different budget level or decision package code to copy to. If an Agency Level decision package meeting these criteria was not previously created, the version combo box will display "No Agency DP exists".*
   See exercise slip

6. Click the **Merge** button and select **Yes** to confirm the merge and **OK** when the system message that the merge was successful is displayed.

7. Repeat steps 3 through 6 for the second package program decision package.

8. Select **View / List Decision Package by ID** from the BDS menu bar.

9.   Select **File / Change Version/DP Filter** from the BDS menu bar and set the for the merge to version.
     <mark>See exercise slip</mark>

10. Click once to highlight the decision package merged to and select **Edit / Expenditure Detail** from the BDS menu bar. *There are many sets of columns. The first set is Agency Level and should all be zero. The remaining sets of columns represent the expenditure estimates as entered for each Package Program decision package. You may leave Agency Level blank or delete the columns. The total of all columns is considered the true agency level expenditure detail.*
     <mark>M2-9Z</mark>

11. Select **File / Exit to BDS Menu** when done reviewing the affects of the decision package merge.

LESSON 3 — DECISION PACKAGE DETAILED COLUMN CODING

What is Detailed Column Coding?
BDS allows users to breakout expenditure and revenue estimates by the same coding levels their agency uses in AFRS. The basic BDS functionality makes it easy to code expenditure estimates at the program level. More detailed column coding (e.g., sub program) is accomplished through the Add/Delete Worksheet columns feature.

Why would I want to use Detailed Column Coding?
Using lower levels of coding may be desirable to agencies that want to do budget analysis at lower levels of detail. It is also possible that if budgets were built at lower levels of detail, then adjusting a budget to actual approved funding would make it possible to get allotment control numbers at the level your agency allots to. BASS is developing an allotment system to replace APS and TAPS. It is anticipated that the new system will be able to load control numbers directly from BDS. However, this feature will only be useful if the budget was entered at a level of detail comparable or translatable to allotment control numbers.

What are the requirements for detailed column coding decision packages?
Coding definitions must exist in BDS prior to using the codes in a decision package. The codes available are transferred from AFRS once every biennium. Users may edit and customize the coding elements as necessary using BDS titles management.

Lesson 3, Task 1 – Review and Adjust Available Coding Elements

AFRS codes are loaded into BDS once each biennium prior to budget development. BDS includes the flexibility to adjust or add to coding elements in anticipation of any upcoming chart of account changes for the ensuing budget request. Although the code does not need to exist in AFRS, the code must exist in BDS title management before it can be used in a decision package. This task is to familiarize you with what codes are available in BDS and how to customize them to meet your business needs.

1.   Select **Other Budget Management Options / Title Management / Program** from the BDS menu.

2.   Select **File / Change Version/DP Filter** and make sure the filter is set on the proper biennium for the ensuing budget period.
     2005-07

3.   Select the **Program** tab and review the programs listed on the screen.

4.   Enter a new program ID in the last row, first column of the program table and hit the tab key.
     See exercise sheet

5.   Type a title up to 20-characters long for the newly entered program in the Program Title 20 column and hit tab.
     Testing New Program

6. Type the same or a longer title up to 40-characters long for the newly entered program in the Program Title 40 column and hit tab.
    Testing New Program-A longer title

7. Your new program should now be displayed in the appropriate spot of the table. The font of the titles will display in blue to indicate unsaved changes. Click the **Save** button.

8. Use the **Title Type** drop down list box to select **Sub Program**. *Notice you now have additional columns in the table.*

9. Click on the last row, first column to invoke a Program drop down list box and select program entered above. ⌕ *Note: You must select appropriate codes for the elements of the structure that precede the new code your adding. This task is to add a sub program, so you will first need to select a program for the sub program. If we were going to add a task you would need to select program, sub program, activity, and sub activity first. You would be required to add a code if there were no codes for any of the preceding elements.*
    See exercise slip

10. Enter a new sub program in the Sub Program column of the last row and hit the tab key. ⌕ *Note: Sub program in AFRS is two characters. BDS requires a four-character sub program. Add "00" at the end of the two-character subprogram to meet the two-character requirement. This is how sub program from AFRS is translated to BDS.*
    See exercise slip

11. Enter an appropriate sub program title in the Title column and hit the tab key.
    A new sub program

12. Click the **Save** button.

13. Scroll to the top of the sub program list and change the title of the first entry. 📖 *Note: You can add codes and change titles, but you cannot delete titles. If there is a code that should not be used, re-title the code to "Do not use".*
<mark>Practice changing the title</mark>

14. Click the **Reset** button. 📖 *Note: Unsaved changes from step 12 are now undone.*

15. Practice by adding a sub sub object in the **Sub Sub Object** tab. 📖 *Note: You cannot change object and sub object codes because they are driven on the statewide level. Agencies only have flexibility in the use of sub sub objects.*
<mark>9999 – Test Sub sub object</mark>

16. Click the **Reset** button rather than add this practice title. 📖 *Note: You can add codes and change titles, but you cannot delete titles. If there is a saved code that should not be used, re-title the code to "Do not use".*

17. Select **File / Exit to Main Menu** from the BDS menu bar then click on the BDS icon to reenter BDS. 📖 *Note: Titles changes do not take effect until the next time you enter BDS. There is no need to log off the system entirely, only to go back to the BASS Main menu and re-enter BDS. Users will not see the new/changed titles in the Add / Delete Worksheet column screen until this step is complete.*

Lesson 3, Task 2 – Add Detailed Column Coding to a Decision Package

All codes available in the **Titles Management** function of BDS for the selected budget period will be available for use in decision packages after BDS has been re-accessed. Adding detailed column coding is accomplished through the Add/Delete Worksheet column screen. This step will look at adding estimates with this option as well as verifying the entry using the BRS-BDS reports. An alternative to using the Add/Delete Columns for decision package coding is discussed in lesson 4, Creating & Using Decision Package Templates.

1. Go into BDS and selected **Update decision packages** from the BDS menu.

2. Open an existing decision package that requires a coding detail below the program level to the Fund Detail screen.
   <mark>See exercise slip</mark>

3. Select **Edit / Add/Delete Worksheet Columns** from the BDS menu bar.

4. Select **Edit / Add New Column**.

5. Enter a new column name when prompted then hit **OK**.
   <mark>A001</mark>

6. Double click to invoke a drop down box and select the coding as appropriate. 📖 *Note: The coding elements must be selected in their hierarchical level for program, org, and project coding.*

- 36 -

Since this decision package is Package Program 020, Program 020 is pre-selected and cannot be changed.
<mark>Agency Activity A001</mark>
<mark>Program – See exercise slip</mark>
<mark>Sub Program - See exercise slip</mark>

7.   Click to uncheck the object checkbox at the bottom of the new column. The Fund and FTE checkboxes should still be checked.

8.   Select **File / Save Changes** then **File / Exit**. You should now see the new column in the Fund Detail worksheet.

9.   Select **View / Freeze Key Columns** and scroll to your newly added column.

10. Right click on the column heading and select **View Column Details** from the available menu options. This should bring up a message box with the details of your column coding.

11. Select the **Objects of Expenditure** tab to confirm that the newly created column <u>does not</u> exist.

12. Reopen the **Add/Delete Worksheet Columns** screen.

13. Select the column added in step 5 and then select **Edit / Duplicate Selected Column** from the menu bar.
<mark>Agency Activity A001</mark>
<mark>Program – See exercise slip</mark>
<mark>Sub Program - See exercise slip</mark>

14. Enter "Temp" as the column name when prompted then click **OK**.

15. Click to check the **Object** option and uncheck the **Fund** and **FTE** options for this new column.

Add/Delete Worksheet Columns

File Edit

Column Structures | Default Column Structure

Coding Elements	Pgm 050 / Act	A001	temp
Agency Level	☐	☐	☐
Agency Activity	A013	A001	A001
Program	050	PDM	PDM
Sub-Program		PDM1	PDM1
Activity			
Sub-Activity			
Task			
Division			
Branch			
Section			
Unit			
Cost Center			
Project			
Sub-Project			
Phase			
Budget Unit			
Worksheets			
Fund	☑	☑	☐
Object	☑	☐	☑
FTE	☑	☑	☐

16.   Select **File / Save Changes**.

17.   You should receive a confirmation box that states this column structure exists and that
proceeding will merge the columns. Click **Yes** to continue. 📖 *Note: You cannot have two
columns with the exact same structure and BDS does not want to delete your original columns in
case data has been entered. To remedy this, BDS instead merges the newly created column into
the existing column. The effect is that the column is now available on the newly selected
worksheet with the original column name.*

Duplicate Columns

A column exists with matching elements for a worksheet you have selected.
Would you like to merge the two columns into one.
Selecting No will effectively delete the new column.

Existing Column: A001
Existing Worksheet: Fund, FTE
New Column: temp
New Worksheet: Object

Yes   No

18.   Select **File / Exit**.

19. Enter estimates as appropriate in the **Fund** worksheet and **Save**. 📖 *Note: Make sure you do not double count your estimates. If you are spreading estimates originally entered at the program level, the program columns should be zero and may be deleted. Total program will be the total of all columns that have program coded within the column structure. The agency total will be the total of all columns regardless of coding.*

<div style="text-align:center">

A001

Fund 001-1   10,000   25,000

</div>

20. Go to the **Objects of Expenditure Detail** tab. .

21. Select **Edit / Re-order Worksheet Columns** from the BDS Menu bar.

<div style="text-align:center">

Reorder Worksheet Columns

```
A001
Pgm 020 / Act A008
Pgm 030 / Act A001
Pgm 030 / Act A005
Pgm 030 / Act A008
Pgm 030 / Act A013
Pgm 050 / Act A001
Pgm 050 / Act A013
```

[OK]   [Cancel]

</div>
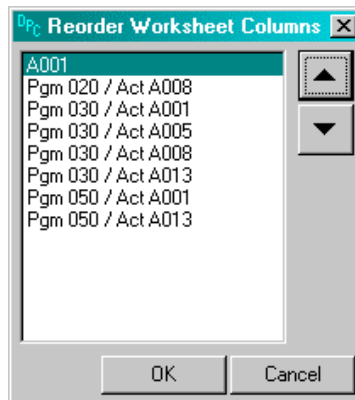
22. Click once to select the A001 line, then click the up arrow button.

23. When the column titles are in the correct order, click **OK**. 📖 *Note: Columns are displayed in the order in which they were saved. Since the column for SubProg 01 was added to Objects after SubProg 02 it was displayed in a different order from the other sheets.*

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-98 General Inflation

File   Edit   View   Tools   Reports   Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | Affected Programs | Expenditure Notes |

Object Code	Object Title	Total FY2004	Total FY2005	Pgm. 020 FY 2004	Pgm. 020 FY 2005	SubProg 01 FY 2004	SubProg 01 FY 2005	SubPr FY 2
E	Goods And Services	16,000	50,000	0	0	1,000	25,000	1
	Total Object E	**16,000**	**50,000**	**0**	**0**	**1,000**	**25,000**	**15**
	<-- Enter Objects Here							
Total		16,000	50,000	0	0	1,000	25,000	15
	Biennial Total		**66,000**		**0**		**26,000**	

Agency: 105 Budget Period: 2003-05 Version: VR Package Program: 020 Decision Package: M2-98   5.0.26

24.   Complete the Objects of Expenditure grid and **Save**.

	A001	
Object E	10,000	25,000

25.   Select **File / Exit to Main Menu**.

26.   Select **Budget Reporting System** from the BASS main menu.

27.   Select the **BDS Reports** tab on the left side of the screen.

Budget Development Reports

File   BDS Reports Help

Reports | Data

Budget Period
2005-07

Options
☐ Show Locked Only
☐ Include RecSum Text

Available Reports
Decision Package Detail by Budget Level
Object/Source of Funds Expenditure Summary
Recommendation Summary
Fund and FTE Detail by Fiscal Year

Sort Within Budget Level
Decision Package Code

Budget Level
Through PL

Element Options
Agency Activity - Grouping (1)
   A001 - Accounting Services for Other Agencies
Program - Grouping (2)
   (All)
Sub-Program - Grouping (3)
   (All)

Available Versions
DM - Demo Version
DP - Use a different version - see slip
MR - March Patches
RS - LAB SYSTEM TEST
TP - Template Version
TR - Bass Trainer
TT - Tutorial display only - DONT USE

Current Agency is 105 - Office of Financial Management

Selection Elements

Description of Selected Report   Description of Selected Version   Generate Report

VRS Reports | BDS Reports | CBS Reports

28. Make the following report selections:
   - Budget Period –2005-07
   - Available Report – Fund and FTE Detail by Fiscal Year
   - Data Type – All Types
   - Sorted Within Budget Level – Decision Package Code
   - Budget Level – Through PL
   - Show locked decision package option – unchecked
   - Include RecSum Text option – unchecked
   - Available Versions – See exercise slip

29. Click the **Selection Elements** button.

Budget Development Reports

Agency Level ☐   Current Selection   Grouping

	Current Selection	Grouping
Agency Activity	A001	1st
Program	(All)	2nd
Sub Program	(All)	3rd
Activity	(None)	No
Sub-Activity	(None)	No
Task	(None)	No
Division	(None)	No
Branch	(None)	No
Section	(None)	No
Unit	(None)	No
Cost Center	(None)	No

Apply | Reset | Cancel

VRS Reports | BDS Reports | CBS Reports

30. Make sure **Agency Level** is unchecked.

31. Select **Activity Inventory – All**, **Program – All, Sub Program - All** by double clicking the options.

32. Select the **Groupings** as indicated. 📖 *Note: A grouping is required for each element is not "none" or the totals on the reports may be in error.*
    - Activity Inventory – A001 – 1st Grouping
    - Program – All – 2nd Grouping
    - Sub Program – All – 3rd Grouping

33. Click **Apply**.

34. Click the **Generate Report** button.

35. Review report noting the breakout of expenditure detail at the sub program level including sub program titles. 📖 *Note: Another option for analyzing BDS data is to run a Data Download report to get the data in Excel and perform ad hoc analytical functions. The **BASS: Using Data Downloads** class explores many of the Excel functions and benefits for the Data Downloads.*

36. Click **Return** to exit the report then select **File / Exit to Menu** and return to BDS.

LESSON 4 — MULTIPLE YEAR DECISION PACKAGES

What is Multiple Year Plan?

The Multiple Year Plan (MYP) is a mechanism for agencies to estimate expenditures beyond the ensuing biennium. The number of additional years a user may enter estimates for is flexible, from 1 to forty. The MYP is available for all expenditure and revenue worksheets.

Why would I want to use Multiple Year Plan?

The Transportation Budget requires estimates for six years. MYP was primarily developed to accommodate this requirement. Users may use MYP for any reason: basic bow-wave, to future estimating. It is only required in the case of budgeting for transportation funds for the following agencies:

- Department of Transportation
- Transportation Improvement Board
- Washington State Patrol
- Department of Licensing
- Traffic Safety Commission
- County Road Administration Board
- Board of Pilotage Commissioners
- Freight Mobility Strategic Investment Board

Please not that MYP data is not electronically submitted to OFM. Use of this feature will assist in preparing the decision package report to meet the 6-year requirement, but does not remove the need to submit transportation estimates to DOT for inclusion in TIES. If preparing decision package outside of BDS, use of BDS MYP is not necessary.

What are the requirements for Multiple Year Plan?

There are no special requirements for using MYP.

Lesson 4, Task 1 – Set the Multiple Year Plan Year Default

BDS gives users the flexibility to define how many additional years should be available by default in each decision package for a version. This allows one agency to have a 10-year standard, while another agency may have a 6-year standard, while another agency may vary the default by program. The overall default is an additional 4-years in addition to the budget period for a total 6-year decision package. This Task will walk you through setting a different version default. The following Task will demonstrate the effect of this default.

1. Go to the **Version Management / Add/Update Version** screen.

2. Observe this list and the MYP Default column. The default value assigned by BDS is 4.

3. For the version you added in Lesson 1, Task 1 change this option to 6. 📖 *Note: This will give the user the ability to enter a total of 8-years of expenditure estimates, two years of the ensuing biennium plus six additional years.*
<mark>See exercise slip</mark>

4. Save changes.

Lesson 4, Task 2 – Add Multiple Year Data to a Decision Package

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Each decision package has an additional number of 40 years available to allow users to record expenditure or revenue estimates for future periods beyond the ensuing biennium. The legislature requires that estimated expenditures and revenues be captured for a total of six years for transportation funds. Other uses of this function are at the discretion of the agency and completely optional. **You don't <u>have</u> to use the Multiple Year Plan option unless you have transportation funds!**

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1.   Open a decision package you wish to add multiple year data to the **Fund Detail** screen.
     - Version - See exercise slip
     - Package Program - Agency Level,
     - Decision Package – See exercise slip

2.   Right click on a column heading in the first column set to bring up menu options.
     A001

3.   Select **Multi-Year Plan** from the menu options.

Decision Package Console - Expenditure/Staffing Detail Amounts - PL-AA Expand Client Training Opportunity

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | Affected Programs/Activities | Expenditure Notes |

Fund AT Code	Fund AT Title	Total FY2006	Total FY2007	A001 FY 2006	A001 FY 2007	Pgm 020 / Act A008 FY 2006	Pgm 020 A008 F
001-1	General Fund - State	25,000	45,000	10,000	25,000	5,000	
001-2	General Fund						
	Total Fund						1
181-1	Violence Red						
	Total Fund						
419-6	Data Proces						
	Total Fund						
	<-- Enter F						1
Total							
	Biennial T						2

Agency: 105 Budget Peri

Multi-Year Plan, Fund Amounts - A001

File Edit View

← Previous   → Next   Go To...

Fund AT Code	Fund AT Title	FY 2006	FY 2007	FY 2008	F
001-1	General Fund-State	10,000	25,000	0	
001-2	General Fund-Federal	0	0	0	
	Total Fund 001	10,000	25,000	0	
181-1	Violence Reduction-State	0	0	0	
	Total Fund 181	0	0	0	
419-6	Data Processing Rev-Non Ap	0	0	0	
	Total Fund 419	0	0	0	
Total		10,000	25,000	0	
	Biennial Total		35,000		

5.0.153

4.   Notice that the original columns are replicated in the first two columns of this new window and there are now six additional fiscal year columns available. ☐ *Note: The additional years presented by default is based on the MYP default column in the Add / Update Versions screen. Data entered into additional fiscal years is assumed to be of the same coding structure as the column of the main worksheet where accessed from.*

5.   Enter data as appropriate into the remaining columns.

	FY3	FY4	FY5	FY6
001-1 General Fund-State	30,000	45,000	60,000	75,000

6.   Select **File / Save Changes**, then **File / Exit** from the MYP menu bar. ☐ *Note: Notice that the column headings for the first column set now have an *. This is to indicate that MYP data exists for that column structure.*

7.   Go to the **Objects of Expenditure Detail** tab and bring up the MYP grid for the first column set containing estimates.
A001

8.   Enter object estimates as appropriate.

	FY3	FY4	FY5	FY6
E-Goods & Services	30,000	45,000	60,000	75,000

9.   Select **Edit / Add New Year** from the MYP menu bar. ☐ *Note: You should now have an additional fiscal year column. A dark vertical line in the worksheet indicates where the default number of columns ends.*

FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
0	0	0	0	0
0	**0**	**0**	**0**	**0**
0	0	0	0	0
0	**0**	**0**	**0**	**0**
0	0	0	0	0
0	**0**	**0**	**0**	**0**
60,000	75,000	0	0	0
60,000	**75,000**	**0**	**0**	**0**
0	0	0	0	0
0	**0**	**0**	**0**	**0**
0	0	0	0	0
0	**0**	**0**	**0**	**0**
0	0	0	0	0
0	**0**	**0**	**0**	**0**

10. Leave the last three columns blank and select **File / Save Changes**. 📖 *Note: The last column disappears because there are no dollars entered.*

11. Click on the **Next** button. 📖 *Note: You should be looking at the MYP for the second column structure of the original worksheet. You can verify this by looking in the window title bar.*

12. Select **View / View Parent Column Details** to verify the coding structure of this set of columns.

13. Enter the appropriate estimates:

	FY3	FY4	FY5	FY6
E – Goods & Services	30,000	37,500	45,000	55,750

14. Take a few moments to try the various options available in this screen and get familiar with the functions and how they related to the Expenditure Detail worksheets of BDS.

15. Save changes to the decision package.

Other Notes on Multiple Year Plan:

- If columns beyond the default are left blank (like step 11 above) they will be hidden when the screen is saved.
- Up to 40 years may be added using MYP.
- You must save changes to one MYP worksheet before you can move to another.
- You cannot delete fiscal years when the result will be fewer columns then the MYP default. There is an **Edit / Delete Amounts** option that will turn all dollars or amounts to zero in that column.
- MYP is available for funds, objects, FTEs, and revenue.

BDS Menu

- Some menu options will be grayed out if you are a user with "Edit Access" only rights. See your agency budget officer if you need to complete tasks not currently available to you.

Activities
- The list of Activities can be sorted in agency–desired order and saved. This is the order that will be used in all on-line views and reports for listing activities.   The Fields Locked column indicates if OFM has locked any of the fields of that activity's description.
- The initial activity description for a new version is copied from the "official"OFM activity inventory to the BDS version when the BDS version is created.
- Program entry should be limited to program codes separated by commas. The program title should not be included in this field.
- The **Fields Locked** column indicates if OFM has locked any of the fields of that performance measure's description. Contact your budget analyst to request that a field be unlocked for editing.
- Agencies must have at least one performance measure or a statement of expected results. Agencies are not required to have both Expected Results text and a related performance measure for each activity, though many may find that this combination provides the best picture of the activity's contribution to results. Activities may be linked to more than one performance measure.

Version Management

- If a version and Default DP Filter have not been set for your agency, you will be taken to **Set Default DP Filters** screen automatically. Users with only "Edit Access" rights will receive a message informing them to see their Budget Operations staff.
- Your version code entered here is independent of any previous version codes in prior BDS budget periods, BPS2 indicators, or published budgets available in the BASS Version Reporting System. This code is your own.
- Separate tutorial documents are available for the other budget types (i.e., first year supplemental or second year supplemental).

AFRS Extract

- Setting the filter assures that data from the correct biennium is extracted from AFRS.
- AFRS Extract data is refreshed once a month after the close of the fiscal month. The Current Biennium information line indicates the last closed month reflected in the extract.
- Limiting the program in the AFRS Extract screen will result in a limited AFRS extract and a Package Program decision package. This option is discussed further in the BDS: Advanced Lessons class and tutorial.
- Optionally, agencies may choose to extract at any account code structure level or object/subobject/subsubobject level. As a general rule of thumb, extract at the level allotments are developed. More explanation on object can be found in Lesson 3, Task 1, page 36.
- A long title describing the type of extract run is recommended for AFRS Extract decision packages as there is no other method to view the original options selected.

Add Decision Package

- Numeric-Numeric decision package codes (e.g., 12) are recommended for current biennium and carry-forward level decision package codes.
- Press the 1st character of the code you wish to use and repeat pressing to scroll through those options.
- The package long title is optional. This title will print on internal reports only and will not be sent to OFM. A long title describing the type of extract run is recommended for AFRS Extract decision packages as there is no other method to view the original options selected.
- Since you have checked to open after save, the decision package will automatically open to the Expenditure/Staffing Detail Amounts tab set since narrative is not required for the current biennium budget level.
- Agency level means the decision package can contain any agency program. Use of a specific package program is an advanced feature that is not discussed further in this tutorial. The use of package program is only recommended in rare cases, such as DSHS budget building.
- Maintenance level decision packages should use OFM pre-assigned codes. If your decision package does not fall into any of the categories offered by OFM select a decision package code that is numeric-alpha (1A) or alpha-alpha (AA). You will not be able to release data that does not meet this rule.
- The title for this decision package codes pre-assigned by OFM cannot be changed. Agency decision packages that are for requesting funding to cover these items should use OFM pre-assigned codes. Please see the budget instructions for further information.

Open Decision Package

- The Open Decision Package screen allows users to open different decision packages when one decision package is currently open. Users can use the dropdown list boxes to make the appropriate selections or short-cut by typing the identifying information in the Manual Entry field (e.g., M2-8L open M2-8L for the current version). The selected decision package will open to the same screen that the Open Decision Package screen was accessed from.

Expenditure Detail Amounts

- The right-click option to bring up a selection box exists on each cell with an ← Enter Here (fund, object, FTE).
- Object entry can either be at the object, sub object, or sub sub object level by entering the one, two, or six-character code.
- FTEs are not required by OFM at the fund level. It is okay to group all FTEs into fund 996-Z (except transportation fund FTEs). However, agencies may choose to break FTEs out by the funds that salaries are paid from for a more accurate analysis.
- Carry-forward or Maintenance Level decision packages - The **Affected Programs/Activities** tab is the easiest way to create columns for desired programs in the expenditure worksheets. This step is required if your agency is appropriated by program. This step is recommended if your agency has more then one program. Skip this step if your agency has only one program. Optionally, you may assign an activity as well. Dollars entered in decision packages by activity do not need to be recast in Lesson 4, Step 2.
- Objects are not required in BDS for your carry-forward level. However, using objects in all steps of your budget development is recommended if you want to be able to use BDS reports and data for additional and more complete analyses. The level of object to enter data at will vary by agency. One option is to enter objects at the same level you allot. This will assist you in developing your biennial allotment control numbers once a budget is enacted.
- Object X in the Objects of Expenditure Detail tab is a placeholder only.

- <Blank> is not an Available Activities selection when the decision package is a performance level decision package since activities are required for all performance level decision package estimates.

Narrative

- You may paste text from another document in here by hitting <CTRL-V> or using the right mouse button.
- You will not be able to add new words to the dictionary in BDS. This may be inconvenient if using acronyms.
- Recommendation Summary text is a very brief summary of the decision package. This entry is used as the basis for the Governor's budget text. The budget instructions ask that you limit this to 100 words.
- Recommendation Summary text is the only category required for electronic release of your budget. OFM does require you address all categories on the printed decision package, but if you are preparing your decision package outside of BDS, you need only record Recommendation Summary text here.
- Narrative is not required for the Recast decision package.
- Revenue only decision packages do not require any revenue narrative or recommendation summary text.

Maintenance Level Recast

- Package Program may be used to develop a separate recast for each agency program. In this case use Package Program to determine the program for recast, and repeat this Step for each program.
- The Maintenance Level Totals for Activity Recast report will determine the Total Maintenance Level amount of dollars by program or agency level that have not been identified by activity.
- OFM requires that agencies submit their budgets with the total maintenance level identified by activity. Another option is to enter the current biennium, carry forward level steps, and maintenance level items with estimates all identified by increment and activity. No recast would be required in this case.
- Narrative is not required for the Recast decision package.
- There is no requirement to recast by object as OFM does not ask for activities by object. Agencies may elect to recast dollars by object if there is a desire to have these estimates readily available for reference or analysis.

Supported Activities / Performance Measures

- Code, short title, type, and statement of measure are required fields for new performance measures.
- Performance Measures may be linked to more than one activity.
- The list of supported activities in a decision package may or may not mirror the list of activities with incremental estimates. In one example estimates were built in for two activities (Central Financial System and Statewide Accounting Policies as these two activities will pick up the expenditure for the training expansion, yet it also supports the agency activity of Governor's Budget Development because it is assumed the resulting training is expected to result in more accurate agency budget submittals and a more efficient OFM analysis. In this case estimates were built into two activities, yet the decision package supports three activities.
- If an activity-related performance measure, a measure that will be maintained in the system as an indicator of activity results, is affected by the decision package OFM requires that any expected incremental change in annual performance targets for that measure be entered into the system. If the decision package is expected to bring about some other kind of performance change, please note the expected change in the narrative portion of the decision package

OFM does not require that a performance measure be created solely to report the incremental affect of a decision package. Do not add to BDS performance measures that your agency does not intend to be tracked over time. Performance measure amounts are not automatically updated from BDS input. Users will need to update the past, current, and ensuing biennium cumulative amounts in the Performance Measures Amounts screen within Activity Descriptions.

- Use the Performance Measure Incremental Estimates for the Biennial Budget report to determine needed changes to **Performance Measures Amounts** for the ensuing biennium.

Revenue

- The revenue filter was developed to assist agencies that have a large number of revenue funds and sources (e.g., State Treasurer's Office) so that they could narrow the number of revenue lines displayed on the following worksheet. Using the options of All and All will be sufficient for most agencies.
- Revenue only decision packages do not require any revenue narrative or recommendation summary text.
- To update maintenance level revenue changes not captured in specific decision packages, you are only entering the difference between the ML level on the B9 and what it should be. These amounts will roll together for a new maintenance level total. All revenue adjustments should be recorded in maintenance level.
- Expenditure appropriation types for federal and local/private funds should have matching revenue estimates and will be flagged on the pre-release edit report if not in balance.

Decision Package Management

- Changing the decision package title in the **Decision Package Control** screen will change the title for all decision packages with this code for the indicated budget period (displayed below). Only Budget Operations users may change a decision package title. The Agency Decision Package Identification tab is the only place in BDS to change a decision package title.
- Whatever status you choose in the **Decision Package Control** screen will print on the actual decision package. You may choose the <blank> option to not have any stamp on the decision package.
- It is optional to change the status for current biennium and carry-forward level decision packages since they are not printed for the budget submittal.

Pre-Release Edits

- Critical items MUST be corrected in order to electronically release data. Warnings indicate that there is something that might not be consistent with business rules, but the electronic release will not be prohibited.
- The agency version's carry-forward level must match the OFM carry-forward level budget in order for the agency budget to be electronically released to OFM. Contact your budget analyst if it appears a discrepancy in the OFM carry-forward level.

Reports

- Selecting a box to export as Word will change some of the formatting of the resulting report to make exporting to Word easier.
- The Maintenance Level Totals for Activity Recast report will determine the Total Maintenance Level amount of dollars by program or agency level that have not been identified by activity.

- You have the option of downloading reports to Word by clicking the icon with the envelope and red arrow and saving as file type "Word". If you choose this option, you should have replied Yes to any prompts for Word prior to running the report (not available on all reports). Once in Word, you would be able to add any custom formatting or graphics necessary.
- Agencies that are appropriated by program should run the Decision Package Program Detail so the estimates will be displayed by program.
- The **Performance Measures Incremental Estimate Changes to the Biennial Budget** report will provide a listing of all the incremental estimates assigned to agency performance measures. These will be needed to update the cumulative estimated totals for each performance measure related to Activity Descriptions.
- The **Budget Levels by Program** report is not required to be BDS generated. You have the option of producing the report in Excel. If you have entered all estimates in BDS by program, it is recommended you use this report rather than re-creating.

Data Release

- The Data Release icon will only be available to you if you have access to releasing data from BASS system. This access is granted separate from BDS. Having budget operations access to BDS does not guarantee access to data release.
- **The Delete Previous Submittal Data for Entire Agency field is** only available if data has been released for your agency in the selected budget period previously. The only time you would not check this box is if you are submitting a particular decision package and do not wish to start with a fresh set of data on the OFM side.

Titles Management
- Titles changed in Titles Management will not be reflected in the decision package console (Add/Delete Worksheet Columns) until you exit BDS to the BASS Main Menu and then re-access BDS.
- You cannot delete titles in Titles Management.

Multiple Year Plan

- The multiple year plan (MYP) is available in BDS to allow agencies to add expenditure and revenue estimates for future biennia. This is required for transportation funds, however the function is available for all funds, all agencies.
- The MYP screen displays multiple years for one column structure. Users can easily navigate to another column structure of the decision package using the navigation icons available (previous, next, go to)
- The expenditure and revenue detail screens' column titles will be marked with an * if MYP data exists for that column in the decision package.
- The **Add/Update Version** screen contains a column "Multi-Year Plan Default". The number here drives how many additional years will be available by default in the MYP screen for that version. Users can add more columns once in the MYP screen. The global default is 4 years, for a total of 6-year decision packages. A black line will indicate where the default columns end, and user added columns begin.

Appendix 2 – Pre-Release Edits and Remedies

The pre-release edit report will flag these issues for agency correction. The updated Pre-Release Edit Report will be available in BDS mid-June 2004.

Funds	Invalid Funds: 406; 427; 429; 239; 996 (except for FTEs); 999	Critical
Appropriation Type	Invalid appropriation types: 3, 4, 9	Critical
Decision Package Code/Title	Numeric package codes not allowed for ML and PL level packages *(except DSHS and OFM assigned codes)* OFM assigned codes will have OFM reserved title.	Warning
Narrative (Agency Level)	Recommendation Summary Text required at the agency level *(exception follows).*	Critical
Narrative (Program Level)	Recommendation Summary Text is required at the program level for the following agencies: DSHS OSPI DOT	Critical
Narrative (all other text)	Users will receive a warning if not all of the categories contain text. OFM will require that these categories be addressed in the printed decision package.	Warning
Narrative (exceptions)	The following decision packages do not require narrative: Revenue only decision packages Codes 91, 97, 98, 99, 9Z	No message
FTEs	The following agencies must have transportation FTEs identified by a transportation fund: DOL WSP	No message
Decision Package Titles	If the OFM internal system (WinSum) has a different decision package title assigned to a decision package code, users will be warned that the WinSum title will be used if the decision package is released.	Warning
Maintenance Level Total by Activity	The total maintenance level total budget must match the activity totals at maintenance level.	Critical
Performance Level Decision Packages by Activity	Performance Measure decision packages must provide activity information for each increment.	Critical
M2-9Z Recast to Activity decision package	Decision Package M2-9Z Recast to Activity must have a net balance of zero.	Critical

Activities without estimates	Activity XXX that do not have incremental estimates tied (or maintenance level cumulative) should not be sent to OFM.	Warning
Activities without performance measures or expected results	Activities that do not have performance measures or expected results identified should not be submitted to OFM.	Warning
9Z for Regular Budget	9Z Recast to Activity decision package must be budget level M2 for regular budget.	Critical
Carryforward Level check	Fund & FTE data will be compared to OFM as a total for the agency for agencies that submit at the agency level. Fund & FTE data will be compared to OFM as a total for the agency/program for the agencies that submit at the program level. (Subprogram level for DSHS JR, MH and DD.) DOL and WSP will be compared at the agency total for all funds.	Critical – this is a change from a warning
Federal Funds Match	Total estimates expenditures for Federal Dollars, Fund/AT *001-2,* of *$1,800,000* has a variance from the estimated revenues in Fund *001*, Major Source *03* Federal of *$500,000* for a difference of -*$1,300,000*. Generally, estimated expenditures and revenues must net to zero at the statewide level for federal funds.	Warning
Private/Local Match	Total estimated expenditures for Private/Local dollars, Fund/AT *001-7,* of *$1,800,000* has a variance from the estimated revenues in Fund *001*, Major Source *05* Federal of *$500,000* for a difference of -*$1,300,000*. Generally, estimated expenditures and revenues must net to zero at the statewide level for federal funds.	Warning
Special Major Source/Source	Major Source *04*, Source *01* is not a valid revenue source for your agency.	Warning

Begins on the following page

DRAFT

Agency: **105**   **Office of Financial Management**

Decision Package Code/Title: **98**   **General Inflation**

Budget Period: **2003-05**

Budget Level: **M2 - Inflation and Other Rate Changes**

Recommendation Summary Text:

Combined agency level inflation impact estimates.

Agency Total

Fiscal Detail

Operating Expenditures	FY 2004	FY 2005	Total
001-1 -General Fund - Basic Account-State	55,000	65,000	120,000

Staffing
  FTEs

Program 010-Administration

Operating Expenditures	FY 2004	FY 2005	Total
001-1 -General Fund - Basic Account-State	35,000	35,000	70,000

Program 020-Budget

Operating Expenditures	FY 2004	FY 2005	Total
001-1 -General Fund - Basic Account-State	20,000	30,000	50,000

Package Description:

Narrative Justification and Impact Statement

How contributes to strategic plan:

DRAFT

Agency:	**105**	**Office of Financial Management**
Decision Package Code/Title:	**98**	**General Inflation**

Performance Measure Detail

Activities	Incremental Changes	
	FY 2004	**FY 2005**

No measures submitted for package

Reason for change:

Impact on clients and service

Impact on other state programs:

Relationship to capital budget:

Required changes to existing RCW, WAC, contract, or plan:

Alternatives explored by agency:

Budget impacts in future biennia:

Distinction between one-time and ongoing costs:

Effects of non-funding:

Expenditure Calculations and Assumptions:

Object Detail	FY 2004	FY 2005	Total
E Goods And Services	55,000	65,000	120,000
Total Objects	**55,000**	**65,000**	**120,000**

BUDGET AND ALLOTMENT SUPPORT SYSTEM (BASS)
SECURITY MAINTENANCE

Leave shaded areas blank

Select Systems:	Security Level			Action	
	Budget Ops	Edit Access	Read Only	Add Access	Delete Access
Performance Measure Tracking Estimates System (PMTES)					
Automated Upload Transaction Option (AUTO)					
Budget Reporting System (BRS) *(formerly VRS)*					
BPS1 Extract					
Budget Development System (BDS)					
Capital Budgeting System (CBS)					
Salary Projection System (SPS)					
Data Release to OFM:					
☐ PMTES ☐ BDS ☐ CBS					
State Intranet Access (if you can access swfs.ofm.wa.gov, you have access).					

User Identification:

Login ID: ** |_ _|_ _|_ _|_ _|_ _|_ _|_ _|_ _|_ _|_ _|_ _|_ _|_ _| *(Required only for new BASS users)*

** First five characters are agency code (3), sub-agency code (1) and reserved for future use (1) (default to 0). (eg. 10500 is OFM)

Next eight characters at agency discretion with first three characters required (local area network ID is recommended).

Agency Code #: |_ _|_ _|_ _|_ _| Agency Name: _____

User Name: _____

Telephone: (_____) _____ FAX: (_____) _____

E-Mail Address: _____

Requested by: _____ Date (mm/dd/yyyy): ____/____/____

Telephone #: (_____) _____ Effective Date (mm/dd/yyyy): ____/____/____

Approval (REQUIRED):

Approval Signature: _____

Approval Name (please print): _____

Telephone #: (___) _____ Date (mm/dd/yyyy): ____/____/____

Send **original** form to: *Financial Systems Security Administrator*
OFM Accounting & Statewide Financial Systems
PO Box 43113
Olympia, WA 98504-3113

For prompt service, FAX completed form to (360) 586-3964. **Please also send the original form**.

(OFM USE ONLY)

Product Manager Approval: _____   Date: _____

User record entered by: _____   Date: _____

Version 1.4 Final

Tutorial Evaluation
BDS Advanced Lessons

	Strongly Disagree				Strongly Agree
This tutorial was helpful in getting me through the business process	1	2	3	4	5
This tutorial was helpful in getting me through the system technical processes	1	2	3	4	5
Additional training was not necessary given the structure and content of this tutorial	1	2	3	4	5
The steps of the tutorial successfully anticipated the special needs of my agency	1	2	3	4	5
The tutorial was clear, concise, and easy to understand	1	2	3	4	5
I did not need to request additional assistance to complete the business process	1	2	3	4	5
It was easy to find answers to my specific question in this tutorial	1	2	3	4	5

The best feature of this tutorial is:_____

The worst feature of this tutorial is:_____

I found errors (grammar, punctuation, spelling, conceptual, technical) on the following pages:

_____

Other comments:_____

_____

_____

Thank you for taking the time to complete this survey. This information will be used in revising this tutorial as well as developing future BASS tutorials. Please remit to:

Office of Financial Management
Attn: Vicki Rummig
Mailstop: 43113
Olympia, WA 98504
Or fax 360 586-3964